



WEST LAFAYETTE FIRE DEPARTMENT

300 NORTH STREET
WEST LAFAYETTE, INDIANA 47906
MAIN PHONE: 765-775-5175

TO: Board of Works
FROM: Timothy Heath
Fire Chief
DATE: February 23, 2016
SUBJECT: ELIZABETH DEHAHN – CHANGE IN STATUS

cc: Diane Foster, Human Resources
Nicole Stocks, Accounting III

I request Board of Works permission to change the status of Elizabeth DeHahn from P-T Office Assistant working 27.5 hours/week to full-time status working 37.5 hours/week effective February 29, 2016. Her new biweekly salary will be \$1,125.00. An amendment to the Salary Ordinance adding the full-time position of Receptionist/Office Assistant was approved by the Common Council at its February 1, 2016 meeting.

A sharing arrangement between the Fire Department, Facilities Department, and the Information Technology Department was arranged in order to avoid hiring additional administrative support for each individual department. The Fire Department will fund the position 24 hours; the Facilities Department 7.5 hours; and the IT Department 6 hours, for a total of 37.5 hours/week.


Timothy J. Heath,
West Lafayette Fire Chief